City of Tempe

DATABASE ADMINISTRATOR

JOB CLASSIFICATION INFORMATION

Job Code:	408	*Department:*	Information Technology
Supervision Level:	Non-Supervisor	*State Retirement Group:*	ASRS
Status:	Classified	*Market Group:*	Database Administrator
Safety Sensitive / Drug Screen:	No	*Physical:*	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS

Receives direction from the IT Manager and other management staff.

MINIMUM QUALIFICATIONS

Experience:	Three (3) years of database experience with SQL Server or Oracle. Experience with Server Operating Systems administration and/or GIS Spatial database administration is preferred.
Education:	Equivalent to a bachelor's degree from an accredited college or university with major course work in Information Technology or degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. Participate in the physical design and creation of the physical data structures and is responsible for their integrity and efficiency. Coordinates data base design and development activities among application programmers, business systems analysts, systems programmers, and data center operations. Is conversant with data structures, communications systems characteristics and protocols, and has a working knowledge of related tools and techniques. Should be able to evaluate technical trade-offs for a particular environment and present such to management. Provides technical database training and support to Information Technology Division (ITD) staff.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Evaluates application technical needs and selects appropriate Data Base Management system (DBMS) software.
- Redesigns and restructures databases as needed.
- Creates and moves databases as required.
- Proposes technical standards, design rules, and conventions for creating and maintaining databases.
- Identifies and implements software tools to aid in data access.
- Refresh the data in test databases from production databases.
- Evaluates and maintains GIS spatial databases.
- Assists with the development and integration of spatial technologies and GIS deployment strategies.
- Installs and patches database software.
- Perform database loading, testing, and validation.
- Monitors database performance and initiates system improvements when indicated.
- Recommend database redefinition, redesign, and restructuring when indicated.
- Implements restarts, recovery, and backup procedures.
- Evaluates, installs, and supports appropriate hardware and software related to database administration.
- Recommend server configurations for databases and middleware systems.
- Upgrades database servers.
- Monitor database growth and file system utilization.
- Monitor middleware server performance.
- Administer the production of SSIS (SQL Server Integration Services) packages.
- Understands database licensing and advises on database licensing issues.
- Creates, maintains, and schedules scripts to support the database and middleware environments.
- Troubleshoot database connectivity issues.
- Create and maintain database users.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;

- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:
City of Tempe, AZ : Competencies

JOB DESCRIPTION HISTORY

Effective June 1995
Revised May 1999
Revised August 2005
Revised Nov 2010 (Removed driver's license requirement)
Revised February 2014 (updated minimum quals)